

**GUIDELINES FOR APPLICATION FOR
HOTEL TELEVISION (TRANSMISSION) LICENCE**

The following guidelines for application for Hotel Television (Transmission) Licence (the “Licence”) are issued pursuant to Section 6(D)(2)(a) of the Telecommunications Ordinance (Cap. 106) (the Ordinance).

In accordance with the Ordinance, a person is required to obtain a telecommunications licence to establish or maintain a means of telecommunications. The person who wants to establish and maintain a telecommunications system for the provision of television entertainment and information services within a hotel or a guesthouse is required to apply for the Licence. Only hotels or guesthouses licensed by the Hotel and Guesthouse Accommodation Authority under the Hotel and Guesthouse Accommodation Ordinance will be considered by the Communications Authority (“CA”) for the issue of the Licence.

INFORMATION REQUIRED FROM APPLICANT

The applicant should provide the following information and documents:

- (1) Copies of the Business Registration Certificate and the Certificate of Incorporation of the hotel or the guesthouse. If the hotel or the guesthouse is held by a parent company, copies of the Business Registration Certificate and the Certificate of Incorporation/Certificate of Registration of Non-Hong Kong Company of the parent company are also required.
- (2) A copy of the licence issued by the Hotel and Guesthouse Accommodation Authority under the Hotel and Guesthouse Accommodation Ordinance.
- (3) A description of the system to be installed including the number of channels, the proposed frequency plan and other details of the distribution system together with a schematic diagram showing the detailed connections of the proposed system.
- (4) A list showing the television programmes to be provided in the proposed system.
- (5) The number of reception units to be connected to the proposed system.

PERIOD OF VALIDITY OF LICENCE

The Licence shall be valid for two years and shall expire on the first day of the month next following the month in which it was issued and in the second year following the year in which it was issued. Subject to the discretion of the CA, the Licence may be renewed for a period of two years at a time.

LICENCE FEE

- (1) An annual fixed fee of \$750 shall be payable on the issue or on anniversary of the issue of the Licence in each year while the Licence remains in force.
- (2) An annual variable fee of \$700 shall be payable for every 100 reception units or part thereof functioning as an independent output from the system on the issue or on anniversary of the issue of the Licence in each year while the Licence remains in force.
- (3) For the purpose of determining the fees payable under paragraph (2), the number of reception units shall be those functioning at the time when the Licence is issued or on anniversary of the issue of the Licence in each year while the Licence remains in force.

CONDITIONS FOR THE LICENCE

There are a number of conditions applicable to the Licence. The principal ones are as follows:

- (1) The system shall be a closed circuit television system for hotel television transmission services consisting of one or more transmitter units and/or one or more radio receivers, with or without associated audio system, connected by wire to reception units.
- (2) The system should not cause interference with any other means of telecommunications.
- (3) No wire forming part of the system should cross any street or unleased Government land.
- (4) The licensee shall ensure that the services carried by the system are:
 - (i) television programmes transmitted from satellite intended for general reception; and
/or
 - (ii) television programme services licensed under the Broadcasting Ordinance (Cap 562).

LICENCE APPLICATION

Applications should be submitted to the Office of the Communications Authority together with a duly completed application form and the required documents using any of the methods as stated in the application form. The application form can be downloaded from the CA's website at <http://www.coms-auth.hk>.

ENQUIRIES

Any person who has enquiries relating to licensing matters may

- (1) call us on 8102 4100;
- (2) fax to 3460 1699;
- (3) mail to In-Building Sub-Section, OFCA, 20/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
- (4) email to in-bldg@ofca.gov.hk.